



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 8/05/2016

Closing Date: 8/19/2016

Position Title: Snack Preparer/Transporter

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Department: Towanits School

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Work Schedule: Monday-Friday/ Part-Time

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Wage Rate: Pay Range 18: \$12.17-\$15.58/HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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<b>TITLE:</b> Snack Preparer/Transporter	<b>WORKSITE:</b> Towanits Education Center 308 N. Reservation Porterville, CA 93257
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### GENERAL POSITION DESCRIPTION

The Snack Preparer/Transporter will be responsible for the transporting of Education Department students, and preparing snacks.

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### DUTIES & RESPONSIBILITIES:

1. Transport students home after services are received.
2. Plans varied menus to ensure that food is appetizing and nutritionally suitable for children.
3. Estimates and purchases daily/weekly food supplies.
4. Responsible for maintaining, cleaning and fueling the van.
5. Submit written monthly reports to Education Director pertaining to scope of work.
6. Report needed repairs and safety concerns.
7. All other duties assigned.

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### QUALIFICATIONS:

1. High School diploma or GED, preferred.
2. Must possess a valid California Class C Driver's license and be insurable through the Tribe; California Class B Commercial License, preferred.
3. Must successfully clear a TB skin test.
4. Must successfully complete pre-employment drug/alcohol screen and background investigation.
5. Must be able to work with youth from K-12<sup>th</sup> grade.
6. Must be professional, polite, and respectful towards all guests.
7. Excellent interpersonal skills with demonstrated patience, tact and respect.
8. Must be dependable and able to work flexible hours based on the departments needs.
9. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

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### KNOWLEDGE SKILLS & ABILITIES:

1. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
2. Ability to write reports.
3. Ability to add, subtract, multiply and divide.
4. Ability to take direction and follow orders.

Approved by TRTC: 09/27/2013

5. Ability to attend job related training.
6. Ability to work weekends and Holidays (when needed).
7. Ability to work shifts that may exceed 8 hours (when needed).
8. Ability to write reports and correspondence.

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#### PHYSICAL REQUIREMENTS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works in outside conditions that include inclement weather, heat and humidity. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally moderate. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

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This position reports to:	Teacher
Supervises:	None
Salary Range:	Pay Range 18: \$12.17-\$15.58/ HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday/ Part-Time
Benefits:	None

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE